



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #18 – 37
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> Professor, [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
3/16/18	SGS meeting with [REDACTED]	<p>SGS requested that [REDACTED] meet with her after a discussion with President Sabah Randhawa, who indicated that [REDACTED] had communicated with him and he wanted to have SGS follow up to ensure that any EO issues could be addressed.</p> <p>[REDACTED] requested this meeting as she was feeling not included into [REDACTED] College. She had recently stepped down as director of [REDACTED] and is now a faculty member with [REDACTED]. She indicated that she was not interested in filing a complaint at this time, but wanted to review her situation with SGS. During this discussion, [REDACTED] indicated she felt that she may not have received the respect she deserved at [REDACTED] and now at [REDACTED] and felt it may have some undertones related to gender. She had been given an office in [REDACTED], but most of the faculty are located in the [REDACTED] building, making her feel disconnected from her colleagues.</p> <p>[REDACTED] requested a second meeting to further explore her situation.</p>

		During this meeting, SGS reviewed informal & formal resolution processes, limits of confidentiality, prohibition of retaliation, and resources and reporting options.
3/22/18	SGS meeting with [REDACTED]	[REDACTED] continued her discussion about feeling isolated at [REDACTED], concerns that other women may be experiencing the same, and her need for an adequate [REDACTED] which she did not receive when she returned to [REDACTED] campus. She also indicated to SGS that she is more recognized nationally for her accomplishments in her disciplinary field than she feels she receives from her colleagues at Western. SGS discusses possibility of engaging the dean in conversation about her need for more inclusion in [REDACTED] as well as for her need for adequate [REDACTED] space.
4/11/18	SGS meeting with [REDACTED]	[REDACTED] continued her discussion from last visit. SGS continued to reiterate [REDACTED] that if she felt that part of her concerns focused around gender that the EO Office could look into this informally or through a formal complaint. [REDACTED] did not want to pursue a formal complaint but indicated that she is interested in further discussion about engaging discussion with [REDACTED].
4/20/18	SGS meeting with [REDACTED]	SGS and [REDACTED] continued discussion on how the Dean might engage with [REDACTED] on the issues and concerns that she has raised during the past several weeks. SGS indicated that [REDACTED] concerns seemed to be more about leadership and that the Dean would be open to being responsive to her. [REDACTED] agreed to meet with Dean [REDACTED] and SGS.
5/10/18	SGS meeting with [REDACTED] and [REDACTED]	SGS [REDACTED] and Dean [REDACTED] met to discuss [REDACTED] concerns in regards to her feelings of exclusion in the department she has recently returned to. Some of these discussions focused on [REDACTED] concern about being isolated in [REDACTED] and not having adequate [REDACTED] space. SGS indicated that [REDACTED] concerns seemed to be issues that could be more readily addressed by the Dean and not the EO Office. Dean [REDACTED] was very responsive and receptive to [REDACTED] and indicated that he would follow up with her regarding [REDACTED] space and other issues.
5/31/18	SGS t/c with [REDACTED]	SGS checks in with [REDACTED] to ensure that [REDACTED] felt her situation/concerns were being addressed. [REDACTED] noted that they were still in progress. SGS indicated the EO Office is available of [REDACTED] needs additional assistance in the future.